

***Developmental Day Center Funds***  
***for Children with Disabilities***

***Procedures and Instructions***

**2017-2018**

**Contact for additional information and  
submitting applicable DDCF forms via postal mail:**

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# Procedures and Instructions for Developmental Day Center Funds

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DDCF forms to be completed by the LEA for submission are included in the list of documents for the Developmental Day Center Funds application on the Exceptional Children Division website, located under the Finance and Grants tab. A DDC Sample Contract is also provided with the DDCF forms as a Microsoft Word document to serve as a reference or as an editable document to fit the needs of the LEA and contracting DDC.

**Note:** LEAs that have classrooms or centers that are licensed as DDCs do not need to create a contract, but will still need to complete the *DDC Funds Application (DDCF-1)* and the *Developmental Day Center Roster/Withdrawal Form (DDCF-2)*.

**Reference I**

## **Developmental Day Center Funds – Important Dates At-A-Glance**

**At the beginning of the school year,** LEAs that received DDC funds during the 2017-2018 school year, and still hold a current DDC license from DHHS/DCDEE, will receive a **base allotment**.

- The base allotment is calculated using the number of children served in DDCs at the end of the 2016-2017 school.
- The remaining seven months of funding will be allocated after the DDC application has been submitted and approved.
- It is the responsibility of the LEA to request DDC funds from the Exceptional Children Division via the application process. Community-based Developmental Day Centers are not to complete the application.

**September 15, 2017** The three items below are subject to this due date.

- 1) **To apply for DDC funds**, submit forms **DDCF-1** and **DDCF-2** along with required documents.
  - Applications are to be completed by the LEA, then submitted by the LEA after the children's first day of attendance.
  - Applications are processed in the order in which they are received.
  - Applications must be mailed and postmarked on or before September 15, 2017.
  - Incomplete/incorrect applications will be considered "received" when the corrections/missing items are received.
  - A copy of the completed DDCF-1 is to be provided to the contracted community-based DDC by the LEA.
- 2) For children 3 through 21 who transferred to a public-school placement due to a **DDC closure**, and there are no other licensed DDCs in the district.
  - Complete the *Request for Priority 3 Funds (DDCF-3)*.
  - Priority 3 allocations are for one year only.
  - Approval is subject to the availability of funds.
- 3) If an **LEA received DDC funds for 2016-2017 school year but is not requesting DDC funds** for 2017-2018 school year.
  - Complete the Waiver of Participation (**DDCF-4**).
  - Waiver must be mailed and postmarked on or before September 15, 2017.

**October 15, 2017** Final signed **contracts** must be received for initial funding of Priority 1 children. Once these are received, and if the application has been approved, remaining funds are disbursed.

**May 15, 2018** DDCF-2 Roster/Withdrawal Forms are submitted throughout the year; May 15<sup>th</sup> is the **final date for submitting** a DDCF-2.

**June 30, 2018** Due date for the end-of-year **DDCF-1** Summary Reporting and DDCF-2 listing children who will **no longer be served in the DDC in 2018-2019** (i.e., children leaving to attend kindergarten). **Do not submit a roster of all DDC children.**

## Procedures for Applying for Developmental Day Center Funds

Developmental Day Center (DDC) Funds are made available through the State Board of Education (SBE) to assist LEAs with providing special education and related services to eligible children with disabilities who are placed by LEAs in licensed DDCs. Funds are accessed via an application process.

Per child DDC Grant Fund amounts provided by the SBE for the 2017-2018 school year are:

- \$50 per year to assist with educational supplies, materials, and equipment;
- and**
- \$999.10 per month to assist with educational and related services costs.

**Educational Placement and Services:** The LEA, through an Individualized Education Program (IEP) Team, determines educational placement and services, including the child's service delivery model. The IEP Team's decisions are based on the least restrictive environment for each child, and what is deemed educationally appropriate for each child. A DDC classroom is a more restrictive environment than a Pre-K classroom due to the smaller staff:child ratio. The staff:child ratio for a DDC classroom is 1:6. It is 1:9 for a Pre-K classroom.

The LEA is ultimately responsible for implementation of the IEP and related services of any child placed in a DDC, which includes providing a free appropriate public education in the *least restrictive environment* and ensuring parental rights. DDC placements should not be based on the availability of DDC grant funds from the Exceptional Children Division but on the needs of the child according to his/her IEP.

- If children are placed in a community-based DDC, the LEA is expected to consistently monitor the progress of the children and ensure the IEP is current and appropriately implemented.
- If preschool age children are placed in **an off-site inclusive day care/child care center not licensed as a DDC**, and the LEA is receiving DDC funds for those children, a current IEP indicating the need for special education five days a week for at least two hours a day and one or more related services each week (excluding transportation) must be in place.
  - Additionally, the DDC contract must describe why DDC funds are needed to support that child in the inclusive off-site location.

**Contracts:** If the IEP Team decides a community-based DDC setting is the least restrictive environment for a child, all educational and related services are to be negotiated locally and included in the contract between the LEA and DDC. Review of the contract terms must be made available to the community-based DDC prior to obtaining contract signatures. The negotiation of contracts is a local responsibility. An LEA-based DDC is not a contracted entity; therefore, a contract is not necessary. DDC-LEA contracts are to include the following information:

- The appropriate monthly cost factors for each child served in the DDC, to include how excess costs will be paid. DDC grant funds may not cover the entire cost of DDC services; therefore, LEAs will need to use other funds to make up the difference.
- The educational and related services each child will be receiving at the DDC are to be described in the contract, including the start and end date of the school year.
  - Educational and related services are provided as per each child's IEP.
  - A copy of the LEA traditional school year calendar must be provided to the DDC by the LEA.
- For children who are placed in an off-site inclusive day care/child care center not licensed as a DDC, a description of why DDC funds are needed to support a child in an inclusive off-site location.
- Any legislative increase/decrease should be included in teachers' salaries and reflected in the cost per child per month for a 10-month period.

- A copy of the signed contract is to be provided to the community-based DDC by the LEA.

**Educational Compliance:** When an LEA contracts with a DDC, the LEA must provide verification to the Exceptional Children Division that each child with disabilities is being served by the DDC and receiving services as outlined in an appropriate IEP. The LEA will:

- Conduct periodic visits to monitor children's progress and ensure the placement is the least restrictive.
  - Maintain records of visits and progress monitoring.
- Maintain a budget and cost report for contracted special education and related service provisions for children with disabilities.
  - Maintain accurate records of children enrolled and their expenditures. Report withdrawn children within 10 days and submit funding requests for new children within 60 days.
- Provide to the Exceptional Children Division the necessary supporting documents demonstrating eligibility for all children with disabilities being served by the DDC.
- Provide to the Exceptional Children Division the date of enrollment by submitting a report from PowerSchool.
- Conduct an educational compliance review of the DDC at least once during the contract period. The review is to include a check of the type of license held by each teacher (i.e., Birth through Kindergarten (B-K) or Preschool Add-On for children in preschool, or Adapted Curriculum for school-age children).

**End-of-Year Summative Report:** A DDCF-1 form must be submitted by June 30, 2018. Reporting of DDC child data must be submitted by the LEA. The total children indicated on the DDCF-1 will equal the totals from the year's DDCF-2 submissions. Secondly, submit a **DDCF-2. List only the children who will no longer be served in the DDC in 2018-2019** (e.g. children leaving to attend kindergarten). **Do not submit a roster of all DDC children.** The end-of-year information submitted is used to calculate the LEA's three month DDC base allotment for the 2018-2019 school year.

#### **Noteworthy Details:**

If the DDC is community-based, a copy of the completed and signed DDCF-1 application and DDCF-1 End-of-Year Summative Report is to be provided to the DDC.

DDC funds may not be used for **extended day or extended school year services, before/after school care or day care services, teacher work days or other days** when LEA children are not in school. The LEA's traditional school calendar determines the days when children are not in attendance.

**Children served in a DDC infant-toddler program must have their educational placement reviewed for continued services in a DDC program.** A child does not automatically receive approval to remain in the DDC for preschool disability services; continued placement in the DDC must be based on the child's educational needs and determined by an IEP Team.

The Department of Health and Human Services/Division of Child Development Early Education must approve DDC **expansions/relocations**.

**Children's Eligibility Criteria:** DDC funds are child specific and may only be used for approved, eligible children placed in DDCs licensed by the Department of Health and Human Services, Division of Child Developmental Early Education (DCDEE). Note: The Exceptional Children Division receives a list of certified DDCs from the DCDEE monthly.

Appropriate documentation (e.g. IEP service delivery pages and program participation, assessment summaries) demonstrating that the criteria are met for each child is to be attached to the Roster/Withdrawal Form (DDCF-2).

**Children ages 3 to 5:**

To be eligible for DDC grant funds, a child, 3 to 5 years of age, **must meet all three of the following criteria:**

1. Be diagnosed as having one of the following as a primary disability:
  - Significant developmental delay;
    - The child with a Developmental Delay must exhibit at least a 30% delay in two or more areas of development, or a 50% delay in one area of development.
  - Autism, and exhibit at least a 25% delay in two or more areas;
  - Deafness, and exhibit at least a 25% delay in communication skills;
  - Multiple Disabilities, and exhibit at least a 25% delay in two or more areas;
  - Orthopedically Impaired, and exhibit at least a 25% delay in two or more areas;
  - Traumatic Brain Injury;
  - Visually Impaired, and exhibit at least a 25% in communication skills;
  - Hearing Impaired, and exhibit at least a 25% delay in communication skills;
  - Deaf-Blindness, and exhibit at least a 25% delay communication skills.
2. Be placed by an IEP Team in a DDC setting as the least restrictive environment.
3. Require special education five days a week plus one of the following:
  - at least three hours each day of specially designed instruction; or
  - at least two hours each day of specially designed instruction with at least one weekly related service (excluding transportation);
  - or
  - at least one hour each day of specially designed instruction with at least two weekly related services (excluding transportation).

**Children ages 6 to 21:**

To be eligible for DDC grant funds, a child, 6 to 21 years of age, **must meet all five of the following criteria:**

1. Present with a significant cognitive disability;
  - A child has a significant cognitive disability if he/she exhibits severe and pervasive delays in ALL areas of conceptual, linguistic and academic development and also in adaptive behavior areas, such as communication, daily living skills, and self-care. Children in this category require supervision at all times beyond the general supervision provided in school settings.
2. Be placed by an IEP team in a DDC setting as the least restrictive environment;
3. Have a current IEP that documents the need for special education five days a week and receives a minimum of 4 hours per day of specially designed instruction;
4. Receive at least one weekly related service.
5. Students receiving this funding must have deficits in all areas that are not the result of a language barrier or lack of instruction.

**Applying for DDC Funds:** The LEA is the only agency that may request DDC funds. The information listed below must be submitted to request Developmental Day Center Funds that assist with costs of providing services in a DDC setting. Incorrect or incomplete information could delay funding. The application is due no later than September 15, 2017. Newly licensed centers can submit an application packet during the school year, but funding is contingent on the availability of funds. The packet consists of:

- 1) *Developmental Day Center Funds Application* (DDCF-1)
- 2) *Developmental Day Center Roster/Withdrawal Form* (DDCF-2)
  - Documentation supporting the eligibility of children listed documentation (e.g. IEP service delivery pages and program participation, assessment summaries).
- 3) Contract between the LEA and community-based DDC with appropriate signatures.
  - A contract is not required for LEAs that have classrooms/centers licensed as DDCs.
  - If the DDC is community-based, application requests will not be approved without a **signed** copy of the contract. The contract must be received by October 15, 2017.
- 4) A complete LEA 2017-2018 school year calendar. The calendar's purpose is to communicate which days LEA children are to attend school at the DDC.

**Approval notification** will be provided via a letter, sent by postal mail, to the Exceptional Children Program Director.

**Denial of Request:** All requests will be reviewed by the Exceptional Children Division. If the request is denied, the LEA will be notified via a letter indicating the reason for denial, sent by postal mail to the Exceptional Children Program Director.

**Additional children after submitting the initial application:** Send by postal mail within sixty (60) calendar days of a child's enrollment, a *Developmental Day Center Roster/Withdrawal Form* (DDCF-2) and a copy of the child's IEP service delivery page(s). Do not send the entire IEP. DDCF-2 forms and corresponding service delivery page(s) are processed in the order in which they are received. Incomplete or incorrect information may result in funding delays or denials if all grant funds have been allocated. Late submissions may result in prorated allocations. Funding is not guaranteed and is contingent upon the availability of funds.

**Withdrawals or changes in services:** The Exceptional Children Division must be notified of any change in the child's status, eligible required services, or withdrawal of child in writing no later than **ten (10) calendar days** after the child has withdrawn. A completed *Roster/Withdrawal Form* (DDCF-2) is to be submitted for children who have withdrawn, or who, as per the decisions of the IEP Team, have a decrease in the level of educational and related, or who are no longer requiring educational and related services. Unless approved by the Exceptional Children Division, funds cannot be used for another child (replacing child), or for a child's application that was not funded due to unavailability of funds (all funds were allocated).

**Fiscal Requirements for Developmental Day Center Funds PRC 063**

1. Developmental Day Center Funds are grant funds for assisting LEAs in providing special education and related services to eligible children served in a DDC. When grant funds do not cover all expenses, and when grant funds are not available, LEAs are to use other state and federal funds for providing a free appropriate public education to children placed in a developmental day center setting. The LEA can also provide some or all of the required services.
2. The allotment of DDC grant funds is contingent upon the availability of state funds for this program. The unavailability of DDC funds does not relinquish an LEA's responsibility for providing a free appropriate public education in the least restrictive environment for children.
3. DDC placements must not be based on the availability of DDC grant funds from the Exceptional Children Division, but on the needs of the child as outlined in his/her IEP. When DDC funds are not available, the LEA is to use other local, state and federal funds to pay for the costs of the educational services for children placed in the developmental day center setting.
4. Educational and related services provided in the DDC setting shall coincide with the LEA's traditional school year calendar. The DDC grant funds are to assist only with educational and related services the child is receiving in the DDC center; funds are not provided for before or after school expenses or for child care expenses on days the LEA children are not in school (i.e., holidays, teacher work days).
5. Funds may not be used for extended day or extended school year services.
6. Personnel employed by local boards of education and placed in a DDC may be employed for ten (10) months.
7. The DDC per student amount may not cover all of the child's educational and related services expenses in the developmental day setting since costs will vary between children based upon their individual needs. If grant funds do not cover the child's educational and related services expenses, the LEA would use other local, state and federal funds to pay the difference. The amount paid to a DDC by the LEA is negotiated locally and is to be stated in the contract.
8. The LEA will receive a base allotment at the beginning of the 2017-2018 school year. Three months of funding is allocated based on prior year usage of DDC funds. An annual DDC application must be submitted by the LEA for funding of the remaining months.
9. It is the responsibility of the LEA to apply for DDC funds.
10. DDC funds are provided to the LEA in Program Report Code (PRC 063).
11. DDC funds are allocated per child via the application process and cannot be split (shared) between children.
12. DDC funds must be used to provide special education and related services. *The actual and contract rates per child must be determined by the LEA and DDC personnel.*
13. DDC funds cannot be used to pay for expenses from prior years and may be used only for the placing LEA's approved school year.



14. No more than ten (10) percent of the monthly per child grant fund amount may be used by the DDC for administrative purposes (e.g. office personnel, office supplies and materials).
15. Funding is based on the LEA traditional school year calendar. Therefore, the date a child enters the DDC determines the amount of funding the LEA will receive. Children entering the DDC on or before September 15<sup>th</sup> will receive ten months of funding. Children entering the DDC after September 15<sup>th</sup> will receive prorated funding. The child's enrollment date must reflect the current school year.
16. If the date a child physically enters a classroom is before the classroom receives child care licensure and DDC certification, funding will begin the day in which the child care license with DDC certification was received.
17. Funds available under the DDC program will be allotted according to the priorities listed below. The Exceptional Children Division will begin processing all requests for Priority 1 and 2 children after October 15, 2017, in the order in which they are received. Priority 3 funds are based on the availability of state funds and are allocated after Priority 1 and 2 children have been funded.

Priority 1: Children ages 3 through 21, served in a DDC for the 2016-17 school year and will remain at these centers for the 2017-18 school year.

Priority 2: Children ages 3 through 21, identified as needing services of a DDC for the first time in 2017-18. Newly licensed centers/classrooms are considered to be a Priority 2 status. Funding is contingent upon the availability of funds, and allocations occur later in the year after Priority 1 children have been funded.

Priority 3: LEAs that contracted with a community-based DDC during the 2016-17 school year are eligible for Priority 3 funds if the community-based center closes during the 2017-2018 school year **and** no other DDCs are operating in the area. The allocation will be based on the number of children funded the previous school year (2016-17). This funding is available for one year only for children ages 3 through 21. After one year of Priority 3 funding, the LEA is expected to provide educational services for the children through state, federal or local funds available for children with disabilities.

18. If the LEA will not contract with a DDC this year, but received DDC funds last year, submit one of the applicable forms below:
  - 1) Request for Priority 3 Funds (DDCF-3) due to DDC closing (see item A above);
  - or**
  - 2) Waiver of Participation (DDCF-4).

### **Instructions for Completing a *Developmental Day Center Funds Application* (DDCF-1)**

The application is in a fillable Microsoft Word format. Navigate between fields using the tab key or mouse click. The completed application must be printed, signed, and a copy with original signatures submitted via postal mail, postmarked on or before September 15, 2017.

**Complete for submission** one application per licensed Developmental Day Center.

**Complete for submission** separate applications for preschool-age and school-age children.

#### **PART I: LEA and DDC Information**

**Check** the “2017-2018 Application” box if this is the annual/initial application or check the “End of Year Summative Report” if the form is being submitted at the end of the school year.

**Check** the appropriate box to answer the four areas regarding the center, licensure status, new classrooms and children's age group.

**Enter** the LEA name and the LEA number.

**Select** Region Name from the drop-down list.

**Enter** EC Director Information.

**Enter** the DDC Information.

- Typically, this is the community-based DDC. If the LEA has a classroom or center that has a four (4) or five (5) star child care center license and has a DDC endorsement, then the agencies would be the LEA's DDC classroom, school or center site.

If the application is for an **LEA-based classroom**, attach a copy of the child care license with developmental day endorsement issued by the Department of Health and Human Services, Division of Child Developmental Early Education (DCDEE). One application per LEA classroom or center site.

**PART II: Complete DDC Roster/Withdrawal Form, DDCF-2.** List only the children who are currently enrolled and eligible for DDC grant funds. Do not include children who are anticipated to enroll; these children are to be submitted after their first day of attendance on a separate DDCF-2 form. Also, do not include children attending the center/classroom but are not eligible for DDC grant funds.

For the children listed, provide supporting documentation demonstrating their eligibility for DDC grant funds. See *Developmental Day Center Funds Procedures and Instructions* for additional information.

#### **PART III: LEA Children Served in the Developmental Day Center, Sorted by Disability Area**

Using the completed DDCF-2, note in the table of Disability Areas, the number of LEA children for each disability area who are receiving educational and related services in the DDC. The total number of children in this section should equal the number of children with disabilities entered on the DDCF-2 form.

#### **PART IV: Educational Costs and Services Provided to LEA Children in PART II and III**

Report the services of LEA children with disabilities being served and receiving DDC funds, **not** services to **all** children served in the DDC.

##### **A) Teacher(s)**

**Enter** the license held by each teacher (i.e., Birth through Kindergarten (B-K), Preschool Add-On, or Adapted Curriculum).

**Indicate** the number of teachers required to serve only the DDC children listed. The DDC ratio for children ages 3-5 years old is 1:6.

- Six children would require one teacher
  - A full-time or prorated teacher assistant may be needed based on the needs of the DDC children included in the application.
- The maximum number that one teacher with two support persons could serve would be 18 (1 teacher, 2 teacher assistants).

**Enter** teacher salaries and benefits for teachers working with students with disabilities who are receiving DDC funds. In consideration of all children served in the classroom (some DDC eligible children may be served in classrooms with nondisabled peers), salaries may be prorated.

##### **B) Teacher Assistant(s)**

**Provide** a brief description of the teacher assistant working with students with disabilities who are receiving DDC funds (teacher assistant, 1:1 personal care assistant, etc.)

**Indicate** the number of teacher assistants required to serve the children listed.

- The DDC ratio for children ages 3-5 years old is 1:6.
- The maximum number of children with one teacher and one teacher assistant could serve would be 12, although based on children's needs, the ratio could be smaller and another teacher assistant might be needed.

**Enter** assistant salaries and benefits for personnel working with students with disabilities who are receiving DDC funds. In consideration of all children served in the classroom (some DDC eligible children may be served in classrooms with nondisabled peers), salaries may be prorated.

##### **C) Related Services**

Speech Language Therapy: Indicate the number of speech therapists required to serve the children listed in Section I that are receiving speech language therapy **as outlined in their IEPs**.

Example: A speech therapist's typical case load is 35-50 children; ten (10) children with disabilities have speech therapy as a related service on their IEPs, the speech therapist's salary is prorated at 30% or, if contracting with a related service provider, include the contracted rate.

Physical Therapy: Indicate the number of physical therapists required to serve the children listed in Section I that are receiving physical therapy **as outlined in their IEPs**.

Example: A physical therapist's typical case load is 35-50 children; seven (7) children with disabilities have physical therapy as a related service on their IEPs, the physical therapist's salary is prorated at 20% or, if contracting with a related service provider, include the contracted rate.

Occupational Therapy: Indicate the number of occupational therapists required to serve the children listed in Section I that are receiving occupational therapy **as outlined in their IEPs**.

Example: An occupational therapist's typical case load is 35-50 children; fifteen (15) children with disabilities have occupational therapy as a related service on their IEPs, so the occupational therapist's salary is prorated at 40% or, if contracting with a related service provider, include the contracted rate.

Other (specify): Indicate the number of other personnel required to serve the children listed in Section I for services outlined in their IEPs that have not already been addressed. No more than ten (10) percent of the approved state rate per child may be used by the DDC for administrative purposes.

**Enter** salaries and benefits for personnel working with students with disabilities who are receiving DDC funds

**D) Total Salaries**

**Add** all salary and benefit amounts from A, B, and C.

**Enter** this amount in the space provided.

**PART V: Calculate Actual Cost**

Use information from III, IV and V above to complete.

**A) Calculate the Cost Per Child**

**Follow the instructions noted in the table**, entering the amounts for each line in the far-right column.

**B) Calculate Allowable Administrative Costs**

*To be completed only by LEAs with community-based DDCs only. If not applicable, skip to C.*

This table may not be applicable for many LEAs since Administrative Costs can be allowed only if:

- The LEA per student costs are less than the monthly grant amount provided by the SBE  
**and**
- The Administrative Cost does not exceed ten percent (10%) of the LEA's Cost Per Child Per Month.

**Follow the instructions noted in the table**, entering the amounts for each line in the far-right column.

**C) Transportation Reimbursement - must be borne by the LEA**

In rare instances where the DDC is providing transportation, including separate contractual arrangements between the LEA and DDC, it shall be included in the actual cost.

*To be completed only by LEAs where the DDC provides transportation. If not applicable, skip to D.*

**Follow the directions noted in the table**, entering the annual transportation costs in the far-right column.

**D) Total Per Child Actual Cost**

**Follow the instructions noted in the table.** The total at the bottom of the table will reflect the LEA's total actual cost for each DDC child.

**PART VI: Calculating the LEA's DDC Costs**

**Follow the instructions noted in the table.** If the LEA is contracting with a community-based DDC, complete the remaining areas in Part VI.

**PART IV: Certification**

The original signature of the LEA's Exceptional Program Director, Finance Officer and Superintendent is required. The application is to be sent by postal mail.

**Instructions for Completing a  
Developmental Day Center Roster/Withdrawal Form (DDCF-2)**

The form is in fillable Microsoft Word format. Navigate between fields using the tab key or mouse click. The completed form must be printed, signed, and a copy with original signatures must be submitted via postal mail within 60 calendar days of a child's enrollment, or within 10 days of a withdrawal or change.

1. **Local Education Agency:** Enter the LEA name and LEA number.
2. **Region Name:** Select from the drop-down box.
3. **Date:** Enter the date the roster is being completed.
4. **Developmental Day Center:** Enter the name of the DDC.
5. **Select the appropriate box** that indicates the type of DDC.
6. **Child's PowerSchool Number:** Enter the child's PowerSchool student identification number.
7. **Child's Last Name:** Enter the child's last name as it appears in PowerSchool (**double check** for correct spelling).
8. **Child's First Name:** Enter the child's first name as it appears in PowerSchool (do not use nick names and **double check** for correct spelling).
9. **Date of Birth:** Enter the child's date of birth and **double check** for accuracy.
10. **Select Ethnicity, Gender and Disability** from the drop-down lists.
11. **Date of Enrollment for the Current School Year:** Enter the date the child enrolled in the DDC during the current school year.
12. **Withdrawal:** Enter the date the child withdrew from the LEA (if necessary) and use the appropriate withdrawal code from the drop-down list. If W-9 is selected, provide a description at the bottom of the form.
13. **Replacing Child's Name:** *If applicable*, when a child has withdrawn, enter the name of the child who is replacing him/her. Include the replacing child's information on the line below the withdrawing child's information.
14. **Signature of Exceptional Program Director:** An original signature is required.

2017-2018

**EXAMPLE for Reporting a Withdrawal and Addition**

Reference VI

**Developmental Day Center Roster/Withdrawal Form, DDCF-2**

*Roster must be typed, signed, and mailed; postmark must be within 60 calendar days of enrollment in the DDC.*

*Last day for additional Roster submission: May 15, 2018.*

Local Education Agency: Willow County Schools LEA # 000 District Name: Southeast

Date: 10/24/2017 Developmental Day Center: New River Child Development Center Check one: Community-based Center ☒ LEA-based ☐

*A copy of each child's IEP service delivery page must be attached to the roster form. Do not attach the entire IEP.*

Child's Power School Number	Child's Last Name	Child's First Name	Date of Birth	Ethnicity	Gender	Disability Use abbreviations for disabilities on Attachment II	Date of Enrollment for Current School Year	Withdrawals		Replacing Child's Name
								Date	Code	
123456	Downs	John	5/8/06	W	M	Moderate ID	9/5/17	10/17/17	W2	Mary Upton
654321	Upton	Mary	3/14/05	B	F	AU	10/25/17			

W-9 (provide description here) \_\_\_\_\_

Mrs. Samantha Dawn  
Signature of Exceptional Children Program Director

10/26/2017  
Date

DPI Use Only	Postmarked Date _____	Processor _____	MOF _____	Entered Date _____	FFM# _____
	NOTES: _____				
	_____				